

~~SECRET~~

SECURITY INFORMATION

~~CONFIDENTIAL~~

Comptroller

12 April 1952

Finance Division

Establishment of an Accounts Receivable Unit

25X9A2

JOB NO. BOX NO. FLD NO. DOC. NO. NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST
REV CLASS C. REV COORD. — AUTH: HR 70-3

1. The volume, both in numbers and in dollar amounts, of advances and similar accounts receivable has reached a point where it is necessary to make permanent provision for the orderly follow-up and settlement of accounts. We now have in excess of [REDACTED] such accounts which total approximately [REDACTED]. Because of the rapidly expanding volume of business, it has not been possible to give the desired and necessary attention to advance accounts, which has contributed to delinquencies and inevitable consequences which are not in the best interest of employees or of the Agency. As previously advised, we have made temporary arrangements to detail personnel from other assignments to this urgent function.

2. An orderly, timely, and continuing review of advance accounts in present volume will require a minimum of five employees. One of these employees should be a qualified accountant and auditor who would review analyses and statements of accounts and supervise the unit. Two other employees should be accountants qualified to prepare analyses and statements of accounts, including accounts of proprietary corporations and numerous sub-office accounts. The remaining two employees should be clerks with a general understanding of bookkeeping and with ability to type necessary statements and correspondence in connection with the follow-up and settlement of accounts. Subject to classification of the proposed positions, we recommend establishment of the following in an Accounts Receivable Unit under the Accounts Branch, Finance Division:

- | | |
|--|-------|
| a. Unit supervisor, Accountant-Auditor | GS-11 |
| b. Accountant | GS-9 |
| c. Accountant | GS-7 |
| d. Clerk | GS-5 |
| e. Clerk Stenographer | GS-4 |

3. In view of the absolute necessity to perform this function without delay, regardless of lack of personnel for the purpose, and the undesirable consequences of detailing employees from other necessary functions, it is requested favorable action be taken at the earliest practicable date. Additional provision must be made for activities which have been or will be added in connection with machine accounting and the recording of obligations. However, we are not yet prepared to submit estimates in these instances.

JOB NO. BOX NO. FLD NO. DOC. NO. NO CHANGE
IN CL/DECLASS/CLASS CHANGED TO: TS S C RET. JUST
NEXT DATE REV DATE REVIEWER TYPE DO
NO. PC CREATION DATE ORG COMP OPI ORG CLASS
REV CL REV COORD AUTH: HR 70-3

25X1A9A

~~SECRET~~
~~CONFIDENTIAL~~